

Print Services Work Order

Requisition/Authorization Agreement



King County
Information and
Telecommunications Services Division

Information / Scheduling (206) 205-8542 / Fax 205-8544

Telecommunications Services Division

Do Not Write in Shaded Areas

Work Authorization Number W	
Contact Person	
Phone No.	Fax No.
Mail Stop	
Order Date	Due Date (No ASAP)

ARMS Requestor's Coding Block >>> Charge numbers are required before production may begin						
Dept. Name	ORG Unit #	Account.	Task	Option	Project	
		55260				
SERVICER'S Coding Block						
Serv. ORG Descr.			ORG Unit	Account.	Project	
Print Shop/Copy Center				34860		
OR						
IBIS Requestor's Coding Block >>> Charge numbers are required before production may begin						
Fund	Cost Center	Account	Project	Phase	Sub Project	Grant
		55260				

JOB SPECIFICATIONS

Job Title/Form No.		<input type="checkbox"/> Graphics Required <input type="checkbox"/> Copy Center <input type="checkbox"/> Print Shop	
Total Copies Wanted _____ No. of Originals _____ <input type="checkbox"/> Sent over Network Date _____ By _____ <input type="checkbox"/> Negs Supplied/Date _____ <input type="checkbox"/> Proof Copy Required	Paper Size <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other _____ Weight _____ <input type="checkbox"/> White <input type="checkbox"/> Color _____ Brand Name _____ Type <input type="checkbox"/> Bond <input type="checkbox"/> Text <input type="checkbox"/> Cover <input type="checkbox"/> Other _____ <input type="checkbox"/> Carbonless: # of parts _____ Color Sequence _____ Ink <input type="checkbox"/> Black <input type="checkbox"/> Color(s) _____ Print <input type="checkbox"/> Single side <input type="checkbox"/> Both sides – head to head <input type="checkbox"/> Both sides – head to toe (flip)	<input type="checkbox"/> Tabs # of tabs per set _____ # of banks _____ # of tabs _____ <input type="checkbox"/> Cover – front/back Color _____ <input type="checkbox"/> Divider inserts Color _____ <input type="checkbox"/> See Special Instructions	

BINDERY

<input type="checkbox"/> Pad _____ Shts/pad <input type="checkbox"/> Pkg _____ Shts/pkg <input type="checkbox"/> Perforate <input type="checkbox"/> Score <input type="checkbox"/> Collate <input type="checkbox"/> Fold <input type="checkbox"/> Staple <input type="checkbox"/> Cut/Trim <input type="checkbox"/> Stitch	<input type="checkbox"/> Number – Starting with # _____ <input type="checkbox"/> Laminate <input type="checkbox"/> Drill – show no. & location <input type="checkbox"/> Tape Bind – for faster turnaround <input type="checkbox"/> Comb Binders <input type="checkbox"/> Other _____	<div style="border: 1px solid black; width: 80px; height: 80px; margin: 10px; text-align: center;">8 1/2" x 11"</div> <div style="border: 1px solid black; width: 80px; height: 80px; margin: 10px; text-align: center;">8 1/2" x 14"</div> <div style="border: 1px solid black; width: 150px; height: 80px; margin: 10px; text-align: center;">11" x 17"</div>
---	---	---

DELIVERY ADDRESS

SPECIAL INSTRUCTIONS

<input type="checkbox"/> Delivery Required – Address below _____ _____ _____ _____ _____	_____ _____ _____ _____ _____
---	---

Requestor's Authorized Signature	Date	Accounting Approval	Date
Servicer's Authorized Signature	Date	Project Estimate \$ _____	Note: Estimates are approximations, print shop reserves the right to revise estimates due to changing material costs, changing scope of projects, customer alterations, etc.

PRODUCTION COSTS - PRINTSHOP USE ONLY

Negatives	@	=	Camera	@	=	No. of Originals	No. of Copies	Charge per Copy (single sided)	Charge per Copy (double sided)	Sub-Total
Plates	@	=	Production	@	=	Job #1	x	x	or	=
Ink	@	=	Bindery	@	=	Job #1	x	x	or	=
Stock	@	=	Graphics	@	=	Bindery Operations: Minutes _____ x Rate _____ =				
Impressions	@	=	Other	@	=	Bindery Operations: Minutes _____ x Rate _____ =				
Other	@	=	Other	@	=	Supplies: _____ x _____ =				
						Supplies: _____ x _____ =				
Sub-Total			Sub-Total			Actual Cost			Total	